

DESIGNATION OF RECORDS CUSTODIAN AND RECEIPT OF POLICY

(1) TO: Lt. Stephen R. Kramer, Chairman, City Records Commission
3201 Warsaw Avenue Cincinnati, Ohio 45205
513-263-8350 (O) 513-263-8304 (F)

City of Cincinnati
County of Hamilton

(2) FROM:

(DIRECTOR / CHIEF / CHAIRMAN NAME)

(DEPARTMENT / OFFICE / BOARD / COMMISSION NAME)

I have designated the following as a records custodian within the department, office, board, or commission for which I am responsible.

(DIRECTOR / CHIEF / CHAIRMAN SIGNATURE)

(DATE)

RECORDS CUSTODIAN FOR THE DEPARTMENT / OFFICE / BOARD / COMMISSION

I, _____, have been designated as the principle
(TYPE RECORDS CUSTODIAN'S NAME)

Records Custodian for the above department, office, board, or commission and, in accordance with Section 149.43(E)(2) of the Ohio Revised Code, do hereby acknowledge receipt of the City of Cincinnati Public Records Policy.

(RECORDS CUSTODIAN SIGNATURE)

(DATE)

- OR -

RECORDS CUSTODIAN FOR A DIVISION / SUBDIVISION / LOCATION

I, _____, have been designated as a Records
(TYPE RECORDS CUSTODIAN'S NAME)

Custodian within the above department, office, board, or commission and, in accordance with Section 149.43(E)(2) of the Ohio Revised Code, do hereby acknowledge receipt of the City of Cincinnati Public Records Policy. I am responsible for the records within:

(DIVISION / SUBDIVISION / LOCATION OF RECORDS FOR WHICH THIS CUSTODIAN IS RESPONSIBLE)

(RECORDS CUSTODIAN SIGNATURE)

(DATE)

After completion, please return this to the City Records Commission at the address above.

When replacing, increasing, or decreasing records custodians, please notify the City Records Commission Secretary as soon as possible. If replacing or increasing records custodians, the Secretary will immediately forward a copy of the most recently updated City of Cincinnati Public Records Policy and Form RC-6E -- Designation of Records Custodian and Receipt of Policy.